



Position Profile: Chief Procurement Officer

Minnesota's Chief Procurement Officer (CPO) is responsible for directing the state's public procurement efforts, which exceed \$4 billion annually. This includes state executive branch purchasing, as well as cooperative purchasing contracts managed on behalf of Minnesota's local units of government and customers from government organizations across the country. The CPO leads a central procurement office of about 80 highly-skilled professionals and oversees nearly 700 employees with varying levels of delegated purchasing authority across the enterprise, including attorneys, pharmacists, buyers, and many other professionals.

The Team: Materials Management Division

The CPO provides executive leadership to the State of Minnesota's central procurement office (Materials Management Division or MMD) at the Minnesota Department of Administration (Admin). Admin facilitates the strategic acquisition of goods and services for the State of Minnesota and other governmental entities. In doing so, the agency supports its customers' needs while upholding the highest legal and ethical standards of responsible business and procurement practices. Within the Department of Administration, the CPO oversees an annual division budget of \$15.6 million. Only \$1.9 million comes from the State's General Fund. The remainder is generated by contract fees.

The Work: A Snapshot of Public Procurement in Minnesota

Minnesota is a recognized leader in public procurement. The State has received awards for innovation and is regularly featured in industry journals – as it was in an article titled, *"States Buying Smarter: Lessons in Purchasing and Contracting from Minnesota and Virginia"* from the Pew Center for the States. The list below provides a closer look at Minnesota's public procurement activities:

- Approximately half of Minnesota's \$4 billion in annual public procurement represents spending by executive branch agencies.
 - Under state law, centralized purchasing authority is assigned to Admin.
 - Much of the low-dollar purchasing is accomplished through delegation of authority to buyers within state agencies.
 - Admin also manages a Cooperative Purchasing Venture (CPV) used by Minnesota's cities, counties, school districts, and more. The CPV includes over 1,000 contracts for goods and services used by these customers.
- An additional \$1.3 billion in procurement supports the Minnesota Multi-State Contracting Alliance for Pharmacy (MMCAP). MMCAP is the largest state-operated cooperative procurement initiative in the country.
 - More than 3,000 public health facilities in 48 states plus the cities of Chicago and Los Angeles purchase pharmaceuticals and other medical products through MMCAP.
- In cooperation with the National Association of State Procurement Officials, Admin also manages a cooperative contract for computer purchasing that is used nationwide.



The CPO's Important Leadership Role

Outside of the executive branch, many of Admin's procurement clients and customers have the flexibility to choose to purchase off either Admin programs or other options, including those offered by private sector businesses. As a result, the CPO must display creativity and business savvy to ensure successful group purchasing programs that meet customers' expectations for price and quality while also working within the unique constraints of the public sector.

What We're Looking For: Qualifications

Qualified candidates will have five years' experience managing a large scale procurement program, preferably in the public sector. Experience will include executive leadership which demonstrates the following basic qualifications.

Basic Qualifications

The individual in this position should have expert-level knowledge of the following:

- Large organization procurement systems broadly – public sector procurement preferred
- State government and public administration
- Budget development and monitoring
- Generally accepted accounting principles, as well as state accounting and financing
- Legislative process and public policy development

In addition, the individual in this position should have the following skills:

- Strategic planning, visioning, and policy analysis
- Oral and written communication
- Interpersonal communication and human relations
- Problem solving

Duties, Responsibilities, and Expectations

A full list of duties, responsibilities, and expectations can be found in the [complete Position Description](#).

Why Admin? About the Minnesota Department of Administration

As the director of the Materials Management Division at the Department of Administration, the CPO is a key leader within Admin. In that capacity, they work closely with the Commissioner and other senior leaders, to tackle a variety of issues and make strategic decisions that have both agency and statewide impact.

Admin at a Glance: The Best Value in Government Administrative Services

Admin manages numerous core administrative functions of state government. This includes:

- Purchasing of goods and services
- Facilities and grounds management
- Vehicle and property leasing
- Risk management and workers' compensation
- And much more...



Across all of these areas, the agency's mission is to **provide the best value in government administrative services**. This mission is accomplished through commitments to:

- **Customer Satisfaction**, serving our customers in a professional and ethical manner, producing valuable results;
- **Continuous Improvement**, reducing costs and cycle times, optimizing performance and delivering innovative business solutions at every opportunity; and
- **Employee Engagement**, enabling and encouraging all staff to help achieve our mission.

The agency has a \$176.5 million annual operating budget and approximately 460 full-time employees.

Minnesota: A Great Place to Work and Live

Minnesota is home to 5.5 million people, with 3.5 million living in the greater Minneapolis-St. Paul metropolitan area. Admin is located in the Capitol City of St. Paul. Minnesota has one of the nation's most thriving economies.

Minnesota State Government is the largest employer in the state of Minnesota, employing over 50,000 diverse and talented employees in more than 100 state agencies, boards, commissions, colleges, and universities. The state workforce is distributed across the entire state, with employees reporting to workplaces in 86 of Minnesota's 87 counties.

Minnesota is consistently rated as one of the best places to work, live, and raise a family. The state is comprised of many diverse communities that enjoy high quality of life, a superb education system, beautiful natural surroundings, and a rich array of cultural and recreational opportunities.

Rich Culture

Renowned theater, music, and visual arts centers make Minnesota home to one of the most vibrant arts scenes in the country. Notable museums include the Minneapolis Institute of Arts, Walker Art Center, Minnesota Science Museum, Minnesota Children's Museum, and the University of Minnesota's Weisman Art Museum. History buffs will want to visit the Minnesota History Center, Mill City Museum, and many other sites operated by the Minnesota Historical Society.

Those who favor opera, ballet, theater, chamber music, orchestra, jazz, or comedy can enjoy performances by both local and visiting companies year round. The Guthrie Theater, Minnesota Orchestra, and St. Paul Chamber Orchestra have international reputations.

A Wide Range of Recreation Options

Sporting events and recreational activities are plentiful throughout Minnesota. The Twin Cities are home to major-league sports teams including the Twins (baseball), Vikings (football), Timberwolves (men's basketball), Lynx (women's basketball), Wild (hockey), and more.

Minnesota also boasts the title of "land of 10,000 lakes" and is a playground for outdoor enthusiasts. Rivers, lakes, parks, and recreational facilities provide access to a wide selection of activities such as fishing, biking, boating, hiking, skiing, skating, swimming, and much more. Minnesota has 72 state parks and 58 state forests, plus two national forests.



The Minnesota Zoo and the Como Zoo, and the Minnesota Valley National Wildlife Refuge provide excellent opportunities to observe and learn about nature and our environment. Shoppers will find stores and malls galore ranging from quaint antique shops and specialty boutiques to nationally recognized stores and outlet malls – plus the nation’s largest shopping center, the Mall of America, just minutes from the Twin Cities.

Both Minneapolis and St. Paul have vibrant downtowns that are easily accessible by car, bus, and light rail.

A Leader in Education

Minnesota’s schools are consistently ranked top in the nation. From pre-kindergarten to higher education, excellent educational opportunities await in Minnesota.

The Twin Cities area has over 15 colleges and universities, as well as a number of specialty trade programs and vocational institutes. Elementary and secondary education options include public schools with traditional, magnet, or language immersion programs, charter schools, and private schools. Summer programs for children and toddlers through teens are numerous and allow children to explore camping, music, foreign languages, arts, and sports.

Accessible Housing and Transportation

The Twin Cities are easily reached from anywhere in the world. The metropolitan area is served by the Minneapolis/St. Paul International Airport, seven public airports, and the Amtrak passenger railroad. Travel in and around the Twin Cities is facilitated by Metro Transit, an accessible and efficient mass transit system with an extensive bus network and light rail line. Housing options at various price ranges are readily available throughout Minnesota.

Compensation and Benefits

Compensation is based on experience and includes participation in a comprehensive benefits plan. The State of Minnesota benefits plan supports meaningful work and living across four key areas: health and wellness, financial well-being, professional development, and work/life balance. Visit the [State Employee Group Insurance Program website](#) to learn more about benefits.

A Commitment to Diversity and Inclusion

At the State of Minnesota, we recognize that a diverse and inclusive workplace is essential to providing culturally responsive and effective services. We strive to ensure that our workplace is representative of our Minnesota communities and commit to treat every employee with fairness and respect; we expect our employees to do the same for those we serve.

Equal Employment Opportunity

During our application process, the State of Minnesota will ask applicants about their gender, race, disability, or veteran status in an effort to ensure that the application and hiring process is fair and equitable for all. All applicants are considered for employment based on job qualifications without regard to race, color, creed, religion, national origin, sex, marital status, familial status, disability, status with regard to public assistance, sexual orientation, age, or veteran status.